

[EMPLOYEE NAME]

[INSERT ADDRESS/PHONE/PERSONAL EMAIL]

[INSERT DATE]

VIA EMAIL

Governor-Elect Mike Dunleavy  
Team2018@alaska.gov

Dear Governor-Elect Dunleavy:

Please accept this letter as notice of my resignation from my position as [INSERT TITLE]. I understand that my resignation shall be effective upon receiving notice from your administration.

I [have][have not] submitted my name for consideration for my current position to continue with the new administration.

Sincerely,

[INSERT NAME]



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